

OUTSIDE EMPLOYMENT REQUEST

Forward completed form to Human Resources.

Name: Employee ID:						
Department/Division/Section:						
Under the provisions of Rule 6, Section 602, Outside Employment, Activity, or Enterprise, I hereby request approval to engage in outside employment as described below:						
Employer:						
Start Date: / / Completion Date: / /						
Number of days per week: Days of week:						
Approximate number of hours per day: From: A.M./P.M.						
To: A.M./P.M.						
Type of Employment:						
Describe nature of outside employment. Include special conditions or any information pertinent to the job:						
DEPARTMENT MANAGER/DIRECTOR ACTION:						
☐ Approved ☐ Not Approved If not approved, indicate reason(s). If approved with special conditions, indicate conditions.						
Department Manager/Director Signature Department Manager/Director Signature						

CITY OF TEMPE OUTSIDE EMPLOYMENT AFFIDAVIT

I do hereby acknowledge that I understand and agree to abide by the provisions of Rule 6, Section 602, OUTSIDE EMPLOYMENT, of the Personnel Rules and Regulations, of the City of Tempe.

I understand that, as a public employee, I have a special and legal obligation to receive approval from my department manager/director before engaging in any form of outside employment activity. I further understand that failure on my part to comply with this requirement may result in some form of disciplinary action, and could be grounds for dismissal.

Rule 6: EMPLOYEE RIGHTS, RESPONSIBILITIES, AND LIMITATIONS, Section 602. Outside Employment, Activity or Enterprise

Employees may engage in employment other than their job with the City under the following conditions:

- A. Prior written approval of the Department Manager/Director is obtained before entering into such employment.
- B. Outside employment does not constitute a conflict of interest, or the appearance of conflict of interest with City duties and responsibilities.
- C. Outside employment is not inconsistent or incompatible with City duties and responsibilities, working hours, assignments, or emergency assignments. The number of hours worked at outside employment may be restricted.

Employee Signature/Date
Department Manager/Director or Supervisor Signature/Date